



LEXINGTON

SPECIAL EVENT PLANNING GUIDE

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Lexington-Fayette Co. Special Event Planning Guide

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SPECIAL EVENT PLANNING GUIDE

Welcome to the City of Lexington! The Lexington-Fayette Urban Co. Government is committed to providing local and visiting events that provide high quality and safe experiences for the community.

The Office of the Mayor, Department of Parks and Recreation and all supporting city services have collaborated to update event policies and procedures and to assist event producers and organizers with an efficient and effective planning process. This Special Events Planning Guide is a tool primarily intended to assist event producers with understanding the process, requirements, and options for presenting events on public property in Lexington-Fayette County. The Planning Guide may also provide some guidance for event producers planning events on private property as well.

Please note that applying for a permit does NOT guarantee that your event will be approved! LFUCG assumes no liability if an event is not approved — Selling tickets, advertising, gaining sponsorship and other activities done prior to event approval is at the risk of the event organizer.

SPECIAL EVENT REQUIREMENTS

A special event is defined as a pre-planned event, whether publicly and/or privately sponsored where the public is invited and will be held on publicly owned, leased or controlled property, including but not limited to parks, streets, sidewalks, or plaza areas such as the Robert F. Stephens Courthouse or 5th 3rd Pavilion. All special events taking place on public property, with anticipated attendance of over 100 people, events in need of any city services, or that would impede the general public, will require a Special Event Permit.

Special Events on city venues will typically need some support of city services such as from the Lexington Police Department, street closures, waste management, electrical support, etc. Cost estimates for these services will be provided to the event producer.

Special Event Applicants will be required to provide the Special Event Application, a Certificate of Insurance naming the Lexington-Fayette Urban Co. Government as additional insured, an application fee, a security deposit, and a detailed map of the event layout and/or parade or walk route.

Special Event Applicants are required to contract with licensed caterers and alcohol vendors and/or to secure their own alcohol license.

Special Events may be presented by registered not-for-profit organizations, by community groups or by registered for-profit companies. (Proof of current, non-profit status must be provided.) The LFUCG will permit Special Events operated by registered for-profit sponsors provided that they are beneficial to the City and the public.

RESPONSIBILITIES OF EVENT ORGANIZERS

Special Event organizers are expected to review all requirements and codes and to operate under the terms and conditions of the approved permit. Event organizers are required to follow the guidelines for all LFUCG departments and are responsible for insuring that vendors and guests adhere to the stated guidelines as well. Events must begin and end at the approved times. Event organizers are responsible

for ensuring that all vendors end sales and break down their booths and that crowds disperse at the end of the event. Event organizers are also expected to return event venues to the conditions that existed prior to the event, including the removal of trash, rental equipment, etc. Failure to abide by all of the stated requirements and conditions may result in a rejection of event permits in the future and additional costs to the event organizers.

SPECIAL EVENT FEES

Various rental fees are required for use of LFUCG property and are dependent upon the venue as well as the size, scope and length of event and whether the event is presented by a for-profit or not-for-profit organization.

Further, fees will be charged for required or requested city services, such as road closures, traffic control, waste management, electrical services, etc. Fees are listed with descriptions of services in this Planning Guide.

All event applications must be accompanied by a \$50.00, non-refundable, event application fee.

TYPES OF SPECIAL EVENTS

Special Events include, but are not limited to:

Procession / Parade – a public or private march, walk, parade of any kind, or any other gathering of persons that occurs upon public right-of-way (street, sidewalk, easement, etc.), that is normally used for vehicular or pedestrian traffic.

Festival / Public Gathering – any organized festival, fair, gala, ceremony, celebration, dance, or other gathering of persons on a specified date(s) upon public right-of-way (street, sidewalk, plaza, park, easement, etc.)

Organized Race or Ride – required when a competitive race or ride takes place within a City of Lexington public park, road, plaza, etc.

Please refer to the list of venues and the appropriate department to submit your event application or direct your questions.

Information about other kinds of events such as Block Parties and Carnivals is included under Other Events and Information at the end of the Special Event Planning Guide.

Events on Private Property - The LFUCG does not provide services for, nor require a special event permit application for, events taking place on private property. However, organizers planning large events on private property that will impact public roads (such as with a high volume of traffic), public spaces, or other private property owners, will be required to submit a **Private Property Event Notification** and submit it to Heather Lyons, Office of the Mayor, HLyons@Lexingtonky.gov.

If public roads, public spaces, or other private property owners will be impacted, event organizers must contact all impacted property owners and managers and coordinate event needs with Lt. Kevin Metcalf, Lexington Police, 859-258-3666, or kmetcalf@lexingtonpolice.ky.gov.

Event organizers may be required to contract with a security company for traffic management, road closures or other security management issues.

Events on Private Property where alcohol will be sold MUST have a Local and State Temporary ABC License. Guidelines and application forms can be found [on the ABC page at lexingtonky.gov](#).

SPECIAL EVENT VENUES - DOWNTOWN

Applications for special events to be held at LFUCG's downtown outdoor venues should be submitted to the indicated Authorizing Authority. The list of venues are below:

Robert F. Stephens Courthouse Plaza – located at 120 N. Limestone at the corner of Main Street and N. Limestone Street. Event guidelines and maps with layout requirements specific to the plaza MUST be reviewed and are available on [the city's website](#).

Rental Fees for the Robert F. Stephens Courthouse Plaza are:

	REGISTERED NOT-FOR-PROFIT PRESENTER	FOR-PROFIT PRESENTER
Events with NO paid vendors	No Fee.	\$300 per half-day (6 hours) and \$500 for a full day (7 hours and up).
Events with 1 to 7 paid vendors	\$200 per half-day (6 hours) and \$300 for a full day (7 hours and up).	\$500 per half-day (6 hours) and \$750 for a full day (7 hours and up).
Events with 8 or more paid vendors	\$300 per half-day (6 hours) and \$400 for a full day (7 hours and up).	\$750 per half-day (6 hours) and \$1000 for a full day (7 hours and up).

Fees will be charged for set-up, event time and break-down time.

All event planners for the Robert F. Stephens Court House Plaza must meet with Mike Wiley, Meridian Management, prior to submitting their application for using the plaza. Applications should be submitted to: Special Events, the Office of the Mayor, 200 W. Main St., Lexington, KY 40507 or emailed to: HLyons@LexingtonKY.gov. All applications must be received at least 12 weeks prior to the event date.

5th 3rd Pavilion – This pavilion is located at 251 W Main St, between Cheapside Drive and the historic courthouse. For additional information about this facility, call: (859) 288-2975.

Phoenix Park – This park is located at 100 E. Main St. adjacent to the main branch of the Lexington Public Library. For additional information about this facility, call: (859) 288-2975.

Lexington City Streets – For events such as parades, runs, bike rides, etc., on city streets, applications should be submitted to: Special Events, Office of the Mayor. Contact info: HLyons@LexingtonKY.gov or (859) 258-3123.

SPECIAL EVENT VENUES - OTHER

Lexington City Parks – Lexington’s city parks provide a wide array of venues for a variety of events and gatherings. The following websites will provide more information on the options available in Lexington’s parks.

For a complete list of all city parks, visit: lexingtonky.gov/list-of-all-city-parks

To review options for renting mobile stages, bleachers or securing commercial photography permits, visit: lexingtonky.gov/various-gatherings-event-permits

For information on Lexington Parks Indoor Facilities visit: lexingtonky.gov/indoor-facilities

For information on parks facilities for competitive events, visit: lexingtonky.gov/facilities-for-competitive-events

For information on Moondance at Midnight Pass Amphitheater, visit: lexingtonky.gov/moondance-at-midnight-pass-amphitheater

For Information on Lexington Parks Outdoor Facilities, visit: lexingtonky.gov/outdoor-facilities

For information on shelters, picnics and corporate events, visit: lexingtonky.gov/shelters-picnics-and-corporate-events

To plan an event in a city park such as Masterson, Jacobson, Moondance, McConnell Springs, Coldstream, Castlewood, among others, contact Harold Kouns, Recreation Manager, Parks and Recreation. For additional information about these facilities, call: (859) 288-2975

Event Planners and producers should read the entire Special Events Planning Guide and call related department contacts with additional questions PRIOR to filling out the event application.

STEP BY STEP -- APPLICATION PROCESS FOR SPECIAL EVENTS:

1. Read the entire Special Event Planning Guide.
2. Check out the online calendar **to identify preferred event** dates or call venue coordinators at the LFUCG to determine availability.
3. Confirm community partners, vendors, etc., that are required for the application.
4. If requesting the use of the Robert F. Stephens Courthouse Plaza, event planners must meet with Mike Wiley, Meridian Management Company, prior to submitting application.

5. Events with anticipated attendance of 1000 or more must meet with Streets & Roads, and Waste Management to determine clean-up and waste management plan and costs.
6. Fill out the Division of Emergency Management Supplement Form to provide details on plans for severe weather. The Supplement form is available at bereadylexington.com.
7. Fill out Special Event Application, include application fee and required maps and layouts, and submit to appropriate department as indicated on the venue list.
8. Numerous LFUCG departments will review the application and then provide the event organizer with cost estimates for services from police, waste management, streets and roads, electrical, parks and rec., etc.
9. If accepting the cost estimates, the event producer will return signed estimates to the appropriate departments.
10. Upon receipt of signed cost estimates, the event producer will receive an "Approval to Proceed."
11. At least eight (8) weeks prior to event date, event producer should submit required deposits, Certificate of Insurance, and other required documents to appropriate departments (as indicated in the Event Planning Guide).
12. Additional questions will be directed to the event producer by supporting departments.
13. Any changes in event plans following receipt of the Approval to Proceed, must be submitted in writing to the authorizing department (Parks & Recreation or the Mayor's Office).

CITY SUPPORT SERVICES

Special events may require additional support from the city through street closings or traffic control, event trash pick-up and removal, street sweeping, police assistance, electrical support, firefighters and emergency medical personnel, etc.

Upon receipt of a Special Event application, LFUCG departments will review the application and then respond regarding whether they can support the event and provide an estimate of the cost to the event applicant.

When seeking an event date, please research other large impact events such as UK football and basketball home games or other large public events. The Lexington Police Department will be unable to provide assistance for other events that are on the same days as home football games or other large events.

Below is information regarding the supporting services along with contact information for additional questions.

For additional questions about each division, please refer to the contact list at the end of this planning guide.

Alcoholic Beverage License

If you plan to serve or sell alcoholic beverages at your event, you are required to obtain both a Commonwealth of Kentucky and Lexington-Fayette Urban County temporary alcoholic beverage control (ABC) license or contract with a licensed caterer or provider for alcoholic beverages. It is recommended that event organizers apply for liquor licenses at least 30 days prior to the Special Event. [Complete information about fees and other requirements.](#)

A complete Special Temporary License Application not received at least 14 business days prior to the event date cannot be guaranteed approval.

Events taking place on LFUCG property will require a resolution from the Mayor's office to obtain the liquor license. **Events for over 100 people, that include alcohol, must contract with one or more off-duty officers.**

For additional questions, call:

Lexington Police Department, Alcoholic Beverage Control Office: 859-280-8486 or

email: abc@lexingtonpolice.ky.gov

Kentucky State Alcoholic Beverage Control: 502-564-4850 or email: abc.info@ky.gov

Electrical Service

If your event requires electrical services for booths, food vendors, lighting, sound systems, or any other item, you must indicate those needs on the event application.

For events at the Robert F. Stephens Courthouse Plaza, [please view the venue map](#) for that indicates electrical outlets, etc. You may also talk with Mike Wiley, Meridian Management, for more information about available electrical service. A map detailing electrical needs for all vendors and amenities is required four (4) weeks prior to the event. Vendors are strongly encouraged to come prepared with 100 feet of extension cord. LFUCG primarily creates electrical hubs. Vendors will be required to access those hubs with their own cords.

If an LFUCG electrician will be required to be on-site, the event organizer will be billed for this service. **Rates for LFUCG electricians are \$55 per hour.**

Emergency Medical Services

(see under Fire Department Services)

Emergency Management

Prior to the event, event organizers must determine emergency plans with the Lexington-Fayette County Division of Emergency Management (DEM) to utilize in the case of severe weather or other emergency incidents.

Following discussions with the DEM, event organizers must review the DEM's emergency plan information [online](#) and then [complete the Division of Emergency Management Supplement Form](#) to provide details on plans for severe weather. This form is REQUIRED before you get a final special events permit.

For more emergency management information [visit visitbereadylexington.com](http://visitbereadylexington.com).

Contact:

Department of Emergency Management

Heather Carrier, Emergency Planning Coordinator - hcarrier@lexingtonky.gov Phone: 859-280-8062

The **DEM** is a division of Lexington-Fayette County's Department of Public Safety and works with government, the private sector and the community to promote risk reduction, readiness, response, and recovery.

Fire Department Services

The Lexington Fire & Emergency Services Department can be of service to special events through:

- providing required food service and event tent inspections;
- providing Emergency Medical Services;
- granting permits for public display of fireworks; and
- by participating in community events.

Below, please review the requirements for accessing services of the Lexington Fire & Emergency Services.

- **Food & Event Tent Inspections** – **Food Vendors** must pass Lexington Fire Department inspections and have a current (within past 12 months) inspection approval sticker. Inspections can be scheduled and other questions directed to the Fire Marshall's Office; specifically Captain, Robert Hannan, (859) 231-5686 hannanr@lexingtonky.gov.

Tents or temporary structures, 400 square feet or more, must be approved by the Lexington Fire Marshall's Office. To schedule an inspection call (859) 231-5668.

- **Emergency Medical Services** - In Lexington, paramedics serve as part of the overall emergency service system for the LFD. The Lexington Division of Fire and EMS is the first and only accredited fire-based paramedic program in the Commonwealth of Kentucky. LFUCG Division of Fire and Emergency Services is available to provide EMS coverage for special events across Fayette County. Our goal is to ensure that citizens and visitors attending festivals, runs, or events are provided the best in emergency medical coverage.

If you would like to request EMS coverage for your event, you may do so on your Special Event Application. This will help determine what type of EMS staffing will be required. This determination will

be based on the expected number of attendees, any special needs or risk factors involved, and the nature of the event. LFUCG Division of Fire and Emergency Services will submit an estimate of expenses to the event organizer prior to the event and a bill for services following the event.

Rates for Emergency Medical Services are \$120 per hour / per crew. (A crew is a 2 person team). Event organizers may also seek volunteer support from other EMT and health professionals.

For events anticipating attendance of 2000 or more, organizers must seek professional coverage either through credentialed volunteers (EMTs, Nurses, MDs, etc.), private service ambulances such as AMR or by hiring the Lexington Fire Department.

Questions regarding the Lexington Fire Department's safety assistance for events should be directed to:
Asst. Chief Todd Reece Phone: 231-5679 email: REECEM@lexingtonky.gov

Questions regarding the Lexington Fire Department's event support via the EMS Paramedic program should be directed to: Battalion Chief Chad Traylor Phone: 859-231-5644 email: traylorc@lexingtonky.gov

- **Fireworks Permits** - All indoor and outdoor displays of pyrotechnics must submit an Application for Permit of Supervised Public Display of Fireworks to Lexington Fire & Emergency Services. [The permit application and insurance requirements are available on the city's website](#). Applications should be submitted at least 12 weeks in advance of the proposed event.

A fee for a minimum of two onsite fire inspectors may apply for all pyrotechnic displays at a rate of their current overtime pay (approximately \$75.00 per hour for each inspector if working outside of regular working hours - Mon. – Fri., 7 AM – 5 PM).

Fireworks are not allowed on LFUCG Park property.

Questions regarding fireworks or permitting for fireworks displays may contact Captain Daniel Stipp (859) 231-5609 or stipps@lexingtonky.gov.

- **Event Participation** - The Lexington Fire Department is available to participate in events with their fire trucks or as part of Honor Guards for Parades, school events, etc. If the event is an LFUCG sponsored Special Event, your request for Lexington Fire Department participation should be indicated on the [Special Event application form](#).

If it is NOT an LFUCG sponsored event (such as a school event or private parade, etc.,) then your request should be made on the [Lexington Fire Department website](#). Please be sure to note their guidelines and parade route details on the web site.

Questions regarding the Lexington Fire Department's participation in local events should be directed to Major Jordan Saas Phone: 859-231-5662 or email: saasj@lexingtonky.gov

Food Vendor Requirements

- Event organizers must insure that all contracted food vendors secure the appropriate licenses and certificates and follow all waste and trash requirements as detailed below.
- Food Vendors must comply with LFUCG Code of Ordinances Sec 15-11
- Food Vendors must hold a current Fayette County Business License. (Sec 15-12-3)
 - Information is available on the [business licensing and permits website](#).
- Food Vendors must hold general liability insurance with \$1M per occurrence. Current Certificate of Insurance (COI) is required.
- Food Vendors must hold current Mobile Vending Permit from Health Department.
 - Call 859-252-2371 and view their requirements on [lexingtonhealthdepartment.org](#) website
- Food Vendors must hold Food Manager and Food Handler training certificates.
- Food Vendors must have a current inspection sticker from [the Lexington Fire Department Fire Marshal's office](#)
- Food vendor must have a washing station on site.
- Food vendor must provide trash cans around food vendor area if not provided by the event.
- Food vendor must clean immediate area around food vending area at conclusion of event.
- Vendor must place an absorbent grease mat extending two feet past the cooking and food prep area. (Roofing paper is suggested.) If cooking and prep takes place inside a mobile unite then the grease mat is not required.
- **AT NO TIME** should any cooking, food or waste products be poured down storm drains, into gutters, on streets, or poured directly into trash receptacles. This includes fats, oils, grease, wash water, soap, or food waste. Vendors **MUST** enclose waste products in containers and take to appropriate garbage bins or off site.

Insurance Requirements

Event organizers and any vendors who enter into contracts with them must purchase and maintain throughout the event, including setup and breakdown, the following types of liability insurance, if applicable, at their own expense:

- **General Liability Insurance** – If the event is being produced by a business or non-profit organization, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage, and product liability, with a minimum limit of liability of \$1,000,000 per occurrence/\$2,000,000

aggregate. The event organizer and its vendors must list LFUCG as additional insured on all commercial general liability policies.

- **Liquor Liability Insurance** – If the event is being produced by a business that manufactures, distributes, sells, or serves alcoholic beverages at an event, they must also submit a Certificate of Insurance providing proof of a liquor liability insurance policy or properly endorsed general liability policy.

If the event organizer hires a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, they must submit a Certificate of Insurance from the vendor providing proof of a liquor liability insurance policy or properly endorsed general liability policy.

In either case the minimum acceptable limit of liability per claim is \$1,000,000 per occurrence. This requirement applies to the business or group that serves or sells the alcohol. The supplier of the liquor liability policy must list LFUCG as additional insured on the policy providing the liquor liability insurance.

- **Personal Liability Insurance** – If the event is being produced by an individual who expects more than 500 attendees at the event and/or intends to serve or sell alcoholic beverages at the event, or have inflatables, the event organizer must submit a Certificate of Insurance providing proof of personal liability insurance, through either a homeowners policy or other liability insurance policy, in an amount not less than \$1,000,000 per occurrence. If alcohol is going to be served or sold by an individual event organizer, the Certificate of Insurance must specify that Incidental/Host Liquor Liability coverage is provided for that particular event, and specify the date of the event.

If this same event organizer decides to hire a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, they must follow the instructions under Liquor Liability Insurance.

If this same event organizer is putting on an event using a vendor to provide carnival rides or inflatables, they must obtain General Liability Insurance for the vendor.

- **Fireworks or Pyrotechnics Permit** – If the event organizer intends to display fireworks or pyrotechnics and obtains a Fireworks and Pyrotechnics Permit, or contracts with a vendor who obtains the required permit, the minimum combined single limit of liability for all displayers is \$2,000,000 per occurrence. This amount may be increased at the discretion of LFUCG officials based on potential risk associated with the event. The firm that actually launches the fireworks must provide a Certificate of General Liability Insurance with a minimum limit of liability of \$2,000,000 per occurrence, listing the date(s) of the event. The pyrotechnic vendor's policy must list LFUCG and any venues hosting an event as additional insured.

- **Carnival Rides, Petting Zoos, or Inflatables** – If the event organizer is a business or non-profit organization which intends to use carnival rides or inflatables at their event, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, as described in the General Liability Insurance section above.

- **Miscellaneous Insurance Requirements – apply to all policies.** - With reasonable notice to event producers, LFUCG reserves the right to require insurance of event organizers and/or venues to increase the minimum acceptable limits of liability for their specific activity.

All Certificates of Insurance required for an event must be submitted by the event organizer to the Mayor's Office of Special Events at least 30 days prior to event.

All event related insurance policies must include the following language:

Lexington-Fayette Urban County Government is named Additional Insured on the above-referenced liability policies with exception of Workers' Compensation & Professional Liability where required by written contract. The above-referenced liability policies are Primary and Non-Contributory where required by written contract. 30-day notice of cancellation will be given to the certificate holder per policy endorsement.

Parks and Recreation

Parks and Recreation offers several rental opportunities and permits to facilitate a wide variety of events. In addition to renting various park venues, Parks and Recreation also will rent the mobile stage (show mobile), bleachers, and handles photography permits for commercial shoots within city parks. See Page 4 for links to several Parks and Recreation pages with event and venue information.

Police / Security

The Lexington Police Department is an integral part of all public events through their provisions for security, public safety, traffic and pedestrian traffic control and through their planning and coordinating of events such as runs, walks, races, parades, etc. It is the responsibility of the event organizer to provide adequate security for the event and to request police participation in community events. The type and location of the event, presence of alcoholic beverages, availability of sufficient Lexington Police personnel, street closings, and other factors will determine the amount of security needed at any event. Event organizers preparing events for 250 or more attendees, should discuss the event with Lt. Kevin Metcalf, Lexington Police Department Event Liaison, at least four weeks prior to the event.

Based upon the size and scope of each event, LFUCG may **require** an event organizer to provide private security, hire off-duty police officers, or reimburse LFUCG for expenses incurred by providing police officers on an overtime status for security and traffic control. The Lexington Police Department reserves the right to indicate how many officers and/or supervisors will be needed to staff an event. Lexington Police also reserves the right to determine whether an event will be staffed with overtime personnel coordinated through the Traffic Section or if off-duty personnel can be utilized.

If Police Department personnel are used in an overtime status to work an event, a Cost Estimate will be provided in advance to the special event organizer. The event organizer shall sign the Cost Estimate Indicating acknowledgement and return the form to the police department thereby agreeing to reimburse the Agency for providing police services. After payroll for the special event has been processed, the Department will forward an Invoice to the event organizer for reimbursement.

The average costs for on-duty Lexington Police Department officers, based upon an Over-Time rate are:

Officer	\$51 per hour
Sergeant	\$65 per hour
Lieutenant	\$75 per hour

Reimbursements to the Lexington Police Department, for event services, will be at the actual overtime rate of the officer working the event which could be higher or lower than the average rate provided with the initial cost estimate.

Event organizers may also choose to contract with a private security company, many of which are staffed with off-duty police officers. Rates for utilizing private security personnel can be obtained directly from the individual companies.

The Lexington Police Department and the LFUCG Division of Fire and Emergency Services assigned to a particular event will have sole discretion in all matters pertaining to security, traffic and crowd control at Special Events in the Downtown Lexington area.

LFUCG will not accept responsibility for providing on-duty personnel for the following needs at events:

- Gate/Entrance Security
- Security for VIP's and Celebrities
- Beer or alcohol sales security
- Security for money handling
- Stage Security
- Private Parking lot security
- Overnight Security

Honor Guards - To include a Police Honor Guard in an event such as a large parade, please contact the Police Chief's Office at 859-258-3621 or PoliceChief@lexingtonpolice.ky.gov.

Mounted Police – To include the Mounted Police Unit in an event such as a large parade, please contact the Police Chief's Office at 859-258-3621 or PoliceChief@lexingtonpolice.ky.gov.

Trash and Waste Management

The event organizer is responsible for ensuring adequate trash and recycling management through volunteer services or by contracting with the LFUCG Departments of Streets and Roads and Waste Management for necessary services. (See below for detailed information regarding services and costs associated with each department.) All events will require some level of volunteer or city provided clean-up and waste management services. Following an event, it is the event organizer's responsibility to ensure that the entirety of the property is returned to its original state.

For events with 1000 or fewer attendees, it is permissible for event producers to enlist partial or full support from volunteer groups to provide trash, recycling and waste management for their event. Written documentation of a detailed clean-up plan provided by volunteer services must be provided at the time of application. In this case, at the end of the event, all permanent trash receptacles must be left empty with new can liners. All signage, event related supplies and equipment must be removed. All trash and waste must be picked up and hard-surfaces must be clear of stains from spills.

If clean-up and trash requirements are not met, event organizers will be billed and required to pay for city services necessary following the event.

Events for over 1000 people must meet with the Department of Streets and Roads and Waste Management to determine required city services and associated costs. Necessary services will be

determined based upon the volume of attendees, the number of food and drink vendors, and the number of hours and days of the event.

- **Streets & Road Services** – The Streets and Roads department provides fee-based clean-up services for events. Trash is picked up throughout the event, trash and recycling receptacles emptied and taken to trash compactor, and trash is blown to the curb for street sweepers to pick up and sidewalks are cleared.

For events with less than 1000 attendees anticipated, event organizers may enlist volunteer support for partial or full clean-up and trash services for events. Confirmation of the volunteer services must be provided in writing along with the initial Special Event Application.

For events over 1000 attendees, event organizers must meet with the Streets and Roads department to determine necessary services and costs for the event. The number of event attendees, number of food and drink vendors, and hours and days of the event will determine the necessary city personnel and associated costs for services. Street sweeping will also take place following an event and is mandatory following an event with food and drink.

The following table provides general personnel estimates for planning purposes:

Number of Expected Attendees	Number of Streets & Roads Crew Needed (per event hour)
Up to 250	1 supervisor + 2 crew
250 - 500	2 supervisors + 4 crew
500 – 1000	1 Mgr. + 2 Supervisors + 6 Crew
1000 – 2500	<i>Planning Meeting Required</i>
2500 - 5000	<i>Planning Meeting Required</i>
5000+	<i>Planning Meeting Required</i>

Basic costs for Streets and Roads crews and equipment include:

Deputy Director - \$44.80/hour	Crew - \$32.09/hour
Admin. Spec. - \$30.31/hour	Sweepers - \$37.23/hour
Supervisors - \$44.87/hour	

Prior to the event, the Streets and Roads department will provide the Event Organizers with an estimate of costs. All estimates must be signed and returned to the appropriate departments. The Event Organizer will be billed for the work following the event.

Parades and other events with animals must ensure clean-up of their animals.

- **Waste Management Services** – For small events, on and off of public property, Waste Management will loan folding waste receptacles at no charge to the event organizer. (The Event Organizer must pick them up and return them to Waste Management.)

For events up to 500 people, rolling waste and recycling carts can be provided at a cost of \$4.50 each. Rolling waste and recycling carts will be delivered to the event site and must be pushed to the appropriate curb for trash pick-up by the LFUCG.

For larger events, Waste Management may choose to provide a compactor truck (at no charge) so that waste and recycling bins can be emptied on an ongoing basis throughout the event. Only city employees may operate the compactor truck.

Occasionally, a few large events may require assistance from Waste Management personnel, instead of or in addition to Streets & Roads personnel. In these instances, **Waste Management personnel will be billed at the following rates for Special Events:**

Average Resource Recovery Operator OT hourly wage: \$29.52

Average Public Service Worker OT hourly wage: \$22.50

Average Supervisor OT hourly wage: \$35.49

Prior to the event, Event Organizers will be provided an estimate of costs for the event. All estimates must be signed and returned to the appropriate departments. The Event Organizer will be billed for the work following the event.

OTHER INFORMATION

Accessibility - Event Organizers are asked to take care to ensure that people with physical or developmental disabilities, vision or hearing impairments will feel welcome and are able to fully participate. Do you have a plan or procedures that ensure compliance with the Americans with Disabilities Act (ADA)? As a resource, please contact Roger Daman, Administrative Officer for the Commission for People with Disabilities, (859) 258-3962.

Amenities - The LFUCG does not provide amenities such as portable toilets, sound systems, tables, chairs, tents, canopies, fencing or other equipment. Amenities and event features are provided at the sole expense and risk of the Event Organizer.

Animals, Exhibitions & Petting Zoos - Petting Zoos and other animal exhibits must provide company insurance. All animal exhibits must include straw or other bedding in the entire area of the exhibit. Animal exhibits must provide handwashing stations.

Fees and Fee Deadlines – A non-refundable application fee of \$50, payable to LFUCG, is required with every application. The majority of venues also require rental fees. Cost estimates will be provided to event organizers for venues and for city services. Documentation, such as a current IRS determination letter and Fed ID #, is required for non-profit organizations. If the applicant is an event planning or production company, on behalf of a non-profit organization that is a beneficiary of the event, the non-profit must provide a separate letter acknowledging their partnership with the event planning company.

Inflatables – All vendors with inflatables must ensure the following:

- Inflatable rides/ devices must be monitored by an adult (18 years or older) at all times.
- At NO time shall the ride / device be left unattended.

- Inflatable rides / devices are provided at the sole risk and liability of the event organizer.
- All inflatable companies must provide Proof of Insurance and be included with the rental application.
- Personal Inflatables are prohibited.
- Staking of inflatables is prohibited. An alternate weighting system is required.

Restroom and Portable Restroom Facilities - Lexington-Fayette Co. Health Department recommends that if permanent restroom facilities are not available at the venue, event organizers must provide chemical-type toilet(s) and hand washing stations for public events. Numbers of toilets should be based upon the estimated number of guests and the number of hours of the event. Suggested rates are for one toilet per 200 people if the event is for more than two hours. At least 10% of the toilets should be handicap accessible.

Please note that large events, and multi-day events may be required to have their toilets serviced during the day. This should be discussed with the portable toilet provider. In addition, if toilets are to be used for multiple days, it is recommended that the toilets are locked at the end of each event day.

For weekend events at the Robert F. Stephens Courthouse Plaza, portable restrooms **MUST BE REMOVED** as soon as possible following the end of the event and **NO LATER than 9:00 PM on Sunday night**. If an event is Saturday only, arrangements should be made for picking up the portable restrooms on Saturday evening or Sunday morning. If the event takes place on Sunday, then the portable restrooms MUST be removed by 9:00 PM Sunday Night. A specific pick-up time must be pre-arranged with the portable restroom vendor and the pick-up time provided to Mike Wiley at Meridian Management. Failure to adhere to this deadline may result in additional charges to the event organizers.

For events at other venues, portable restrooms must be removed ASAP and no later than Monday morning following weekend events.

OTHER EVENT TYPES

Block Parties - If you are interested in closing a street to host a neighborhood block party, a permit may be issued to an interested adult resident within the block party boundary, neighborhood association president or local church leader meeting all conditions listed below:

- If the neighborhood has been notified of the party.
- If the neighborhood takes part (no private parties allowed).
- If a LexTran route will not be interrupted.
- If the permit is requested 10 days prior to the date of block party.
- If the permit holder (group representative) is held responsible for supplying, erecting and removing necessary barricades for the event.

Block Parties applications are submitted to Traffic Engineering. The Block Party Permit application is available at www.lexingtonky.gov/block-party

For further questions, please call 859-425-2255 or email traffic@lexingtonky.gov

Carnivals - An event organizer wishing to host a carnival must obtain approval from the Kentucky Department of Agriculture, Office of Regulations and Inspections at least 30 days before an event. This Office will, if requested, provide event organizers with a list of companies who are insured and licensed to operate carnival rides in Kentucky. Event organizers must also contact LFUCG Fire Marshal's Office at 859-231-5668, and LFUCG Division of Building Inspection at 859-258-3770 for inspection of temporary structures, tents, bleachers and concession stands.

The vendor or owner of the carnival rides must pay appropriate fees and provide proof of insurance to the State's Office of Regulations and Inspections. For a schedule of state fees and additional information, contact the state's Office of Regulations and Inspections at 502-564-4870. The Kentucky Department of Agriculture can be reached at 502-564-5126 and online at www.ky.agr.com.

Additional requirements may apply specific to each venue.

Damage to property due to heavy equipment will be remediated at the sponsor's expense.

Fire Works Event - Any person who manages, directs, or supervises the discharge of a public display of fireworks is required to obtain a permit for a supervised public display of fireworks. Prior to any pyrotechnic show, indoor or outdoor display, a [permit application found on the city's website](#) must be submitted. The permit will be issued once all information has been reviewed and approved. Please note the insurance requirements required.

Fire work displays are not permitted on Park property.

Questions may be directed to: Captain Daniel Stipp (859) 231-5609 or stipps@lexingtonky.gov.

Private Property - For events taking place on private property, please refer to page 2 and fill out the Private Property Event Notification Form located on the [Special Events Permit website](#).

PROHIBITED ACTIVITIES IN ALL VENUES

No customer / renter shall ignite open fires, including bonfires or open flames, in any public area.

No personal grills or smokers.

No customer/renter may charge for parking in any public area.

Events may not take place outside of the pre-approved event hours.

Balloons, sky lanterns or similar items may not be released.

No stakes of any kind can be driven into the ground. (Tents must use concrete or water barrels.)

No driving or parking vehicles on non-designated grass areas, fields, recreation courts, service roads or pathways, plazas, etc.

No person / renter shall possess, sell, deliver, or consume any alcoholic beverage in any park or park facilities except in parks or LFUCG facilities designated by resolution adopted by the Urban County Council and when authorized by permit issued in writing by the director. (City Ordinance Sec 14-62 C1)

No person / renter may engage in gambling in any park or LFUCG public areas or buildings. (City Ordinance Sec 14-62 C3)

Personal inflatables are prohibited.

SECURITY DEPOSITS

All events serving alcohol will be required to provide a \$1000 security deposit at least 60 days prior to the event. If you are applying for more than one Special Event Permit, separate security deposits must be submitted for each event, even if the applicant is the same. Following a post event review, if all rules and regulations have been observed and the event venue is returned in a clean condition without damage, then the security deposit will be refunded. Refund checks may take 4 to 6 weeks to process.

Circumstances where the LFUCG may retain a portion or all of the security deposit include:

- Damage to property
- Additional clean-up costs
- Misuse of facilities
- Leaving event equipment on LFUCG property after the permit tear down time
- Misrepresenting the event or attendance in the application
- Failure to abide by all laws, ordinances, rules, regulations, codes of LFUCG, and the State of Kentucky

Applicant also agrees to reimburse the LFUCG for any costs for clean-up, restoration, and permit violation fines that exceed the amount of the security deposit.

SEVERE WEATHER

Event producers are required to provide a Severe Weather Plan for their event. The **Lexington-Fayette County Division of Emergency Management (DEM)** is a division of Lexington-Fayette County's Department of Public Safety and works with government, the private sector and the community to promote risk reduction, readiness, response, and recovery. When preparing an application for a Special Event, Event Producers should consult bereadylexington.com and contact the Department of Emergency Management to discuss plans specific to your event or venue.

Contact:

Department of Emergency Management

Heather Carrier, Emergency Planning Coordinator - hcarrier@lexingtonky.gov Phone: 859-280-8062

Event producers should delay or cancel activity at the first sight or sound of lightning or thunder at the activity site. If it is anticipated that the storm will pass, the activity may be resumed no sooner than

thirty (30) minutes after the last sight of lightning or the last sound of thunder. If the severe weather is of great length or intensity, the event producer should cancel the event. Event producers are encouraged to learn the weather forecast prior to event time. Safety to the community is the most important factor in any decision.

SIGNAGE

Fastening or attaching ropes, signs, banners, flyers or other objects to trees, shrubs or features on LFUCG property is strictly prohibited.

Signage is only allowed on the day(s) of the event.

SITE MAPS

Anyone planning to host an event in Downtown Lexington must attach a site map of the event along with the Special Event application. A site map should define the event area being permitted and include all of the following features and information, if applicable:

- All affected streets, alleys, and right-of-ways, including those that will be closed
- Parade or ride/walk/run routes and staging areas
- Location of all tents and temporary structures that will be erected
- Location of all vendors
- Location and layout of tables, chairs, etc., that will be used
- Location of stages
- Entrances and Exits
- Designated parking areas
- Portable restroom facilities

LEXINGTON-FAYETTE URBAN CO. GOVERNMENT CONTACTS

Emergency Management

Heather Carrier, Emergency Planning Coordinator, 859-280-8062
hcarrier@lexingtonky.gov

Emergency Medical Services Chad Traylor, Major, 859-231-5644 **traylorc@lexingtonky.gov**

Insurance / Risk Management Denia Channels, (859) 258-3196 **dchannels@lexingtonky.gov**

Lexington-Fayette Co. Health Department, Temporary and Mobile Food Service, 859-252-2371

Lexington Fire & Emergency Services Department

Captain Daniel Stipp, Fire Inspector, (859) 231-5609 **stipps@lexingtonky.gov**

Asst. Chief Todd Reece, Event Fire & Safety, (859) 231-5679 ReeceM@lexingtonky.gov

Major Jordan Saas, LFD Event Participation, (859) 231-5662 saasj@lexingtonky.gov

Battalion Chief Chad Traylor, Emergency Services, (859) 231-5644 traylorc@lexingtonky.gov

Lexington Police Department

Lt. Kevin Metcalf, Event Liaison, 859-258-3662 kmetcalf@lexingtonpolice.ky.gov

Alcoholic Beverage Control Office: 859-280-8486 abc@lexingtonpolice.ky.gov

Meridian Management, Mike Wiley, 859-381-9596 mwiley@mmcor.com

Office of the Mayor

Heather Lyons, Director of Arts & Cultural Affairs, 859-258-3123 hlyons@lexingtonky.gov

Parks and Recreation

Brian Rogers, Parks & Recreation Superintendent, 859-288-2971 BRogers@lexingtonky.gov

Harold Kouns, Recreation Manager, 859-288-2988 hkouns@lexingtonky.gov

Streets & Roads

Angie Dixon, Administrative Specialist Principal, 859-258-3451 adixon2@lexingtonky.gov

Traffic Engineering

Jeff Neal, Director, Environmental Quality & Public Works, (859) 258-3830
jneal@lexingtonky.gov

Waste Management

Lauren Monahan, Environmental Quality & Public Works, (859) 280-8578
lmonahan@lexingtonky.gov